

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DDS/OL/PSD 30	
1. TITLE OF REPORT (If a fill-in report include Form No.)					2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
PSD Statistics						
3. FUNCTIONAL AREA	PERSONNEL	LOGISTICS	TRAINING	SECURITY	<input checked="" type="checkbox"/> ADMIN. GENERAL OTHER (specify)	
	MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)		
2	Annual			1		
7. FORMAT (memorandum, form computer print-out, etc.)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Typed Listing	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			Request of Chief, PSD/OL		
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
Administrative Office, PSD			Division records, actions, and files.			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	=	COST PER YEAR
GS-7	\$ 4.67	8 hours	\$ 37.36	1		\$ 37.36
GS-10	6.10	6 hours	36.60	1		36.60
B. COSTS OF COMPUTER PRODUCED REPORTS						
None						
TOTAL COSTS PER YEAR					\$ 73.96	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
Started in 1968 at request of Chief, PSD. Gives review of what happened in PSD during the year.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					<input type="checkbox"/> OTHER (explain)	
					MAN-HOURS	DOLLARS
					None	None
16. DATE OF INVENTORY		17.		18. EXTENSION		
8 OCT 1970						